

**WAC 308-83-130 Records.** (1) Each limousine carrier business must maintain business records, which must include, at a minimum:

- (a) Vehicle inspection reports;
- (b) Vehicle ownership registration records, including copies of records required for rental or leased vehicles;
- (c) The certificate of vehicle insurance;
- (d) Chauffeur records, as identified in WAC 308-83-140;
- (e) Passenger manifests;
- (f) Dispatch logs;
- (g) Contracts for related services; and
- (h) Customer payment records.

(2) A limousine carrier must maintain records required under this section for at least three years from the date they are created or from the date they become obsolete, whichever date is later, with the exception of records required by subsection (1) (e) and (f) of this section. Records required under subsection (1) (e) and (f) of this section must be maintained for at least one year from the date they are created.

(3) Upon the sale or transfer of a limousine carrier business, the business records must be transferred to the new owner and become the property and responsibility of the new owner. The new owner must retain these records for at least one year after sale or transfer.

(4) All business records must be available for inspection by department representatives or enforcement officers at the limousine carriers business office.

[Statutory Authority: Chapters 46.72A, 43.24, and 46.04 RCW. WSR 17-20-019, § 308-83-130, filed 9/26/17, effective 10/27/17. Statutory Authority: Chapters 46.72A, 46.04 RCW, RCW 43.24.086 and 2011 c 374. WSR 12-02-035, § 308-83-130, filed 12/29/11, effective 2/1/12.]